

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 12 - 56

OPEN TO: All Interested Candidates

POSITION: **Supply Clerk, FSN-5*; FP-9***

OPENING DATE: May 24, 2012

CLOSING DATE: June 6, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: Position Grade: FP-9
*Ordinarily Resident: JD 6,764 p.a. (Position Grade: FSN-5)
(Full performance starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Supply Clerk in the General Service Office.

The Supply Clerk manages the Welcome Kit and Expendable Supplies program at the Embassy. He or she works closely with the Warehouse, Housing and Procurement departments to ensure welcome kits are prepared to standard and delivered on time. He or she is also responsible for preparing control room kits for VIP visits and Time and Attendance accounting and submission for the Property Section.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of secondary school (Tawjihi or Equivalent) is required.
Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes. يجب إرفاق صورة شهادة الدراسة المطلوبة مع طلب التوظيف.
2. Two years experience in administrative or general clerical work is required.

3. Level 2 (good knowledge) in English and level 3 (good knowledge) in Arabic is required. English proficiency will be tested. A score of 405 on the TOEIC exam or 344 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
4. Must be computer literate and be able to learn new computer software.
5. Must have good knowledge of office supplies and inventory procedures in order to perform duties in the property section. Must be able to maintain an inventory and reorder as supplies are used in a timely fashion. Must be familiar with basic inventory accounting and procurement procedures.
6. Type 3 Jordanian Driving license is required

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Applications can also be submitted electronically through AmmanEmployment@State.gov

SUBMIT APPLICATION TO

Human Resources Office
Telephone: 5906718

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 6, 2012

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.